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Parent and
student
support pack

2009/2010

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Introduction and Contacts

Welcome to your parent and student support pack for the Sixth form, which you should find informative and useful as a handbook.

Thank you for choosing to remain with Kidsgrove Sixth Form; we trust that you will be satisfied with the level of support, guidance and education that your son/daughter will receive whilst they continue their studies with us. Our aim is to ensure that your son/daughter reaches their academic potential and finds a path into further or higher education which is right for them whilst also being given the opportunity to develop socially as a young adult.

We maintain contact with parents at regular points throughout the year but you should feel free to contact the Year Leader should any issues arise.

Your son/daughter will have a Form Tutor in Year 12 who will be delivering a tutorial programme covering a variety of issues including: study skills, revision techniques, driving awareness, citizenship, personal learning and thinking skills, finance, budgeting, interview skills and life skills just to name a few. In Year 13 they will change tutor and be guided through the UCAS process where they will be applying for University or seeking employment with the guidance of Connexions.

Form Tutors also act as personal tutors and should be the first point of contact for any problem. The Year Leader is also available for any help, support or guidance both academically and socially should your son/daughter need anyone to speak to.

If parents need to contact the Year Leader then they should contact the school office and your query will be dealt with as soon as possible.

Please note that for holidays in term time, the necessary holiday forms are still required to be filled in and handed to the Form Tutor.

Year 12 and 13 Leader: Mrs D Wakefield
Form Tutors: Mrs P Gregory, Mrs L Snape, Mr P Charnley,
Mrs S Burgess, Mr T Chapman, Mrs S Raybould,
Mrs L Moore, Mr G Roberts, Mr A Knight.

Assistant Head with overall responsibility for post-16 learning – Mr K Rollings

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Assessment Calendar and Term Dates

Mon 7 September
Tues 8 September
Weds 9 September
Weds 9 September
Mon 14 September
Mon 14 September
Fri 16 October
Fri 23 October
Mon 26 October-Fri 30 October (inc)
Mon 2 November
Tues 3 November
Fri 4 December
Fri 4 December
Mon 30 November – Fri 11 December
Wed 9 December
Wed 9 December
Mon 21 Dec-Fri 1 January (inc)
Mon 4 January
Fri 22 January
Mon 15 February -Fri 19 February (inc)
Mon 22 February
Fri 12 March
Fri 2 April-Fri 16 April (inc)
Mon 19 April
Mon 3 May
Fri 7 May
Mon 31 May-Fri 4 June (inc)
Mon 7 June
Fri 23 July
Mon 26 July -Fri 3 September (inc)

Training Day
Training Day
Y13 Start Lessons Period 3
Y12 Induction starts Period 4
Y12 Start Lessons
A2 Trip to London
Tracking Report 1
Harvest Festival
HALF TERM
Training day
School opens
Tracking Report 2
AS/A2 Art Trip
Internal Exams
AS/A2 Art Trip
Parents Evening at Clough Hall
HOLIDAYS
School opens
Reports to Parents
HALF TERM
School opens
Review Day
HOLIDAYS
School Opens
May Day – School Closed
Tracking Report 4
HALF TERM
School opens
Last day of term
HOLIDAY

Examination and Coursework Procedures

A Levels, OCR, BTEC, GCSE

- All courses are generally assessed by coursework and/or exams. The rules and regulations for such are strict and should be adhered to at all times; failure to do so could result in disqualification of the candidate or being awarded 0 marks.
- In order to ensure that these rules are met please refer to the guidelines overleaf published by the JCQ for both coursework and examinations.
- As always, staff at Maryhill will guide and support students through their assessment process to ensure maximum success.
- Students will always receive a statement of entry prior to their exams, informing them of dates and times of exams. This should be kept safe and referred to throughout the revision process.
- Results for January exams are normally available in March and for June exams will be available in August.

Monitoring Student Progress

Each student will be given Target minimum grades (TMGs) for each subject at the beginning of the Autumn Term.

TMGs are worked out according to the student's performance in their GCSEs and an average GCSE point score is calculated. The TMG is then worked out using this score along with data on how students have performed on similar subjects in the previous year.

Students should aim to achieve **at least** their Target grade and therefore each student will be given an aspirational grade in each subject that will also appear on reports. These grades are attainable by students with excellent effort and attendance. Students studying for OCR, BTEC or GCSE have their grades worked out in a similar way.

Qualification	Pass Grades
AS Level	A-E
A Level (A2)	A*-E
BTEC	Distinction, Merit, Pass
OCR	Distinction, Merit, Pass
GCSE	A*-G

Each assessment on the calendar allows subject teachers to give a Working at grade (WAG) for each student based upon the work that they have produced during that half term. Tracking reports sent to parents will contain information regarding working at grades, grades for effort, target minimum grade and a predicted grade, which is where the teacher uses the WAG and the effort grade to determine whether the student is on course to meet their target minimum grade. (See attached information on Assessment of student progress for further guidance.)

Information to parents will be given in the following different ways:

- Tracking report - this is where the TMG, WAG, effort grade and predicted grade for each subject at the end of each half term is sent home to parents.
- Written report - in addition to using grades, subject teachers are given an opportunity to provide a written, personal comment regarding the student's progress.
- Review Days - Parents are encouraged to attend the Review day in March. This will involve a short meeting with the student's personal tutor where progress in all subjects will be discussed.
- Parents evening - This is an opportunity for parents to talk directly to the student's subject teacher regarding specific progress in that subject.

If any concern regarding student's progress arises following any assessments then intervention from the school, initiated by the tutor will be put into place.

Firstly the tutor will be notified of any problems, either by the subject staff concerned or by the student themselves. The student will then be directed to room 7 for personal study time after advice has been sought from subject staff.

Next step: If progress has still not been made then parents will be contacted and after liaison it will be discussed as to whether the student should be redirected onto a more appropriate course of study.

Assessment of Student Progress for Year 12 and 13

Target Minimum Grades (A-E) and Aspirational Grades for each student are worked out by the School Data Leader and given to subject teachers. These will be shared with students at the beginning of the year.

Target Minimum Grades will be discussed with students on a regular basis. Students will also be given ways forward to improve their understanding and progress.

Students should aim to achieve at least their Target Grade.

Work will be marked on a regular basis and the Grade attained written on the work along with a comment that gives students a way to improve their work.

Assessments and Progress Reports

Formal assessments will take place towards the end of each half term. These will be given a Working at Grade, a Predicted Grade and a Grade for Effort over the half term. The Predicted Grade is the final measure on progress. This is where the teacher weighs up the standard of work being produced, along with the effort, against what stage the student is at on the course as a whole and judges whether they are still on course to achieve their Target Minimum Grade.

Example John Smith – English Literature

TMG	C	The Target Minimum Grade
ASG	B	The Aspirational Grade
	WG	B The Working at Grade
	PG	B The Predicted Grade
	Effort	E

John is already working above his TMG and is predicted to attain his ASG. This is because of his excellent effort.

Effort will be Graded as follows

- Ex - Excellent
- S - Satisfactory
- Un - Unsatisfactory

Excellent – Ex

- Classwork and homework is regularly completed to a high standard
- Behaviour always supports learning
- Strives to complete tasks to the highest standards they are capable of

Satisfactory – S

- Classwork and homework is usually completed
- Homework deadlines are sometimes missed
- Behaviour sometimes affects learning but not always
- Aims to complete tasks but sometimes at the expense of quality
- Give the impression that they are capable of a higher standard

Unsatisfactory – Un

- Classwork is often incomplete and lacking effort
- Homework is often incomplete and/or deadlines missed
- Behaviour affects learning on a regular basis
- Rarely delivers work reflecting true ability

A Progress Report will be sent home shortly after each assessment has taken place in order to allow you to monitor your child's effort and progress on a regular basis. Each report will contain Target Minimum Grades, the previous assessment grades as well as the current assessment grade, effort grade and predicted grade.

After each assessment takes place students making excellent progress will be identified and receive a positive response for their effort and progress. Those students whose progress is unsatisfactory will be monitored and intervention strategies put into place to ensure that students make progress in the future.

Important Dates

- Week beginning 9 November 2009 subject interviews will take place. This will allow students to review their progress with their teachers.
- Written reports will be sent home the week beginning 18 January 2010.
- Year 12: Exams will take place in the week beginning 30 November and 7 December 2009.
- AS and A2 exams begin in January. Exact dates are not yet available.
- Year 13: Students will be given the opportunity to retake previous modules in January. Exact dates are not yet available.
- AS exams begin in May. Exact dates are not yet available.
- There will be an opportunity to discuss your child's progress at the whole school Review Day on Friday 12 March 2010.

Expectations

Sixth form students are considered to be role models for all other students in the school, especially in the following areas:

Behaviour

Behaviour of sixth form students is expected to be impeccable, allowing opportunity for sensible discussion and focused work at all times.

Dress

Students in the sixth form are not expected to wear school uniform, however should dress appropriately for work and maintain the smart dress code observed throughout the remainder of the school.

Attendance

Sixth formers are expected to have full attendance and be punctual to all lessons. Please note that students eligible for EMA must attend all lessons to receive payment for that particular week.

Registration will take place with personal tutors every day at 8:40AM and 1:00PM. If students have a timetabled lesson at any point within an AM or PM session then they are expected to register at the beginning of that session and stay in school for the rest of that session. Students are not permitted to come and go within any one session.

If students have no lessons in an am or pm session then they may choose to work at home or may attend school to use the study area (room 7). This is a privilege for Sixth Form students and if a student's progress is a concern and they are failing to meet their target minimum grades then they will be told to attend supervised sessions in the sixth form study area to ensure that satisfactory work is completed. If students choose to come into school during a session where they have no lessons then they should attend registration with their personal tutor at either 8:40 AM or 1:00 PM and remain in school for the whole of the session. This is a Health and Safety requirement.

If students are absent from any lessons it is their responsibility to see the subject teacher and catch up on any missed work before the next lesson.

If a teacher is absent then it is the students' responsibility to go to the sixth form study area (room 7) and check the notice board for work set by their teacher. If there are any problems then Mr Rollings or senior staff will help.

Work

Sixth formers are expected to be well prepared and organised for all lessons. Homework and assignments should always be completed to a high standard and handed in to the deadline. Action will be taken if students fail to do this, see above.

Students are expected to be more independent learners and should take the initiative to carry out extra study. **It is expected that students spend an equal amount of time on work outside of school as they do in school.** This is vital if target minimum grades are to be achieved at the end of the academic year.

Part time employment

It is recognised by the school that some students may take up part time employment whilst studying. It is not recommended that students work for more than 12 hours per week and at no point should this work interfere with their academic study.

Partnership Agreement

To ensure that students receive the best experience possible whilst studying at Maryhill Sixth Form, we will provide a 14-19 partnership agreement. This is a 3 way agreement to be signed and adhered to by the learner, parent/carer and the school. This ensures that all 3 parties work in collaboration to create a successful learning experience.

Tutorials and assemblies

Each student will be allocated a 10 minute slot with their personal tutor each fortnight. This will take place in AM registration and will allow close monitoring of the student's progress. It provides an opportunity to address any problems or concerns.

Tutorial time and assemblies will be used to deliver a post-16 Citizenship programme and to address any current issues or topics.

Curriculum Entitlement

Each subject teacher will provide their students with a Curriculum Entitlement. This should be kept and referred to throughout the year, it provides important deadlines and exam dates which are specific to each subject.

The subject calendar shows the topics to be covered over the year and titles of any assignments to be completed. If classes are taught by more than one teacher it shows the different topics which are to be taught by each teacher. Parents and students should therefore be fully aware of what is happening throughout the 1 or 2 year Sixth Form course of study.

Support

As a student in the Sixth Form you will experience many changes which demand a positive attitude and a high level of organisation. No-one expects you to adapt to these changes on your own. There are many levels of support available to you, all of which are aimed at helping you to make the most out of school both academically and socially.

For most students the greatest support will come from their parents. Parental support is as important as ever at this crucial time and they should be encouraged to contact the school if they feel that their son/daughter is having problems or if they need any advice on how to support their child further. There will opportunities throughout the year to meet teachers but parental contact with school should not be restricted to these scheduled meetings.

Form Tutor

In school the Form Tutor is the student's first point of contact. He/she is there to help with any problems – academic, social or emotional - which may be affecting in any way the student's performance. All discussions are dealt with in the strictest confidence, but if necessary and with the individual student's permission the Sixth Form Leader may become involved.

Each student will have a regular scheduled meeting with his/her form tutor in order to mentor and record progress and to provide any guidance which may be needed. Form tutors will arrange this at the beginning of the Autumn Term and students will be expected to adhere strictly to the arranged meetings.

School Counselling Service

Students in Maryhill Sixth Form have the opportunity of using this service should they need it. The fully qualified School Counsellor is Mrs Beverley Daniel and she is in school every week on Monday, Wednesday and Friday from 1.05PM to 2.05PM or as necessary in an emergency. She will work with any issues in strict confidence and students can come for one session or many depending on their individual needs. There is no obligation to continue once they begin. If a student wishes to see her he/she should make an appointment via the school office.

Connexions

Connexions is a career advisory service which we provide within school for all students. Sixth form students are encouraged to seek advice and guidance from Connexions regarding future careers, Anne Roberts is our Connexions advisor and she is in school every Thursday and Friday. The Connexions office is based in the Sixth Form Study area (room 7) and students should approach Anne Roberts to make appointments.

Governor Information

The school has 22 governors:

Parents	:	Mr K Barnsley Mr R Mack (Chair) Mrs D Taylor Vacancy (as at September 2009)	Mrs L Law Mr A Rosser Mrs D Bestwick
LEA	:	Mrs S Burgess Cllr H Lowndes	Mr PR Leese Mr P Smart
Co-opted	:	Mrs M Maxfield (local councillor) Mrs E Peacock Rev W Slater (St James' Church, Newchapel) Mr R Phillips Vacancy (as at September 2009)	
Sponsor	:	Vacancy x2 (as at September 2009)	
Teachers	:	Mr A Bunn (Subject Leader of PE) Mr A Bygrave (Assistant Headteacher)	
Staff	:	Mrs S Sproson	
Headteacher	:	Dr A Jones	

The Work of the Governors

The whole governing body meets twice a term but there are committee meetings and individual visits in between. Their duties include the following:

- deciding how the budget is spent
- fixing the number of staff to be employed
- making appointments of staff
- laying down general principles on discipline
- receiving reports from Heads of Departments
- deciding on the use of the premises outside school hours

The governors are always interested to hear the views of parents and you are most welcome to contact any one of their number at any time. Individual problems as opposed to general views are, however, best referred to the school in the first instance.

Procedures for 2009 – 2010

Lost Property

Large quantities of items are unclaimed from the lost property store every term including coats, shoes, trainers, bags, keys, glasses etc. Please remember to name/mark all clothing and equipment in case it gets lost or mislaid.

Medical Information

You will note on the reply slip a section concerning 'Medical Information' which should be completed. Please keep school aware of any changes to these records.

Photographs and Video

As a media college, we make regular use of digital video and photography and your child may be featured from time to time in our publications or on our website as part of the educational process. Parents need to be aware that this is an important feature of their child's education at Maryhill. However, if you have any concerns about this please contact the school.

School Fund

At the start of the new academic year we make an appeal for you to give a donation to our **School Fund**. We only ask for one contribution each year from each family and the amount that you send is entirely a matter for yourselves. You will be aware that school fund is an important means of providing additional resources to school for educational visits, school equipment and reducing the cost of extra curricular activities, we will put it to good use to enhance what we provide for our students.

Your contribution will give a direct benefit to the education of your children at Maryhill.

Please use the envelope provided to send your donation to the school. Individual donations are confidential but returned envelopes are noted in the MAP as a receipt.

Many thanks for your continued support.

Please put the names and forms of all your sons and daughters at Maryhill on the envelope that you return, by 5 October at the latest.

Data Protection Information for Parents and Students

Please check the attached data sheet carefully and clearly mark any changes. Then sign it and return it with the reply slip you will find at the end of this pack.

At school we need to keep information about students for registration purposes etc and also so we can provide them with suitable help and support. Under the requirements of the Data Protection Act 1998 we at school need to inform you and your child about what information is held by us about your child.

If updated information on Data Protection is made available to us we will send it to you. This will list the other education bodies to whom we pass this on, for example the LEA needs to know about your child if an assessment of special need is necessary or if an employment license needs to be issued, school clinic and dental clinic. It is our policy to co-operate with any police enquiry. If pupil information is requested we contact parents before releasing details.

Safety

Sixth Form students are not allowed to bring motor vehicles onto the school grounds. A great deal of work has been carried out to construct new cycle storage facilities, which can be reached from Gloucester Road or Galleys Bank by a new cycle path. We have also had the paths in the school grounds marked with new signs so that pedestrians and vehicles are kept apart. We would encourage students to come to school on foot or by bicycle in the interests of a healthy lifestyle and the environment. Students who wish to come by bicycle must register their cycle. They can get a form from their form tutor. If you have to bring your child to school by car, please drop off on Galleys Bank, not on Gloucester Road.

Reply Slip

Student's Name Form

* I confirm that I have received the Sixth Form Parent and Student Support Pack.

School Fund

* I enclose a school fund donation

* I do not wish to contribute to school fund at this time.

Photographs & Video

* I have read the statement about photography and video and I confirm my acceptance.

Medical Information

* I have completed the section below

* I have no reason to complete the section below

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Attendance and Study Time

* I have read and understand the Sixth Form policy on attendance and study time at home. I understand that I will be contacted if this privilege has to be withdrawn.

Internet Access

For parents with e-mail accounts:

* I would be happy to be contacted by e-mail (we do not give e-mail addresses to any third party).

Mobile Phone Contact

* I would be happy to be contacted by text message (we do not give contact numbers to any third party).

Signed parent with responsibility Date

*** Please tick each box as appropriate**

Please return this slip, together with the data sheet for your child (amended if necessary) and any school fund donations to your child's form tutor by 5 October at the latest.